

DISBURSEMENTS – OTHER MISCELLANEOUS

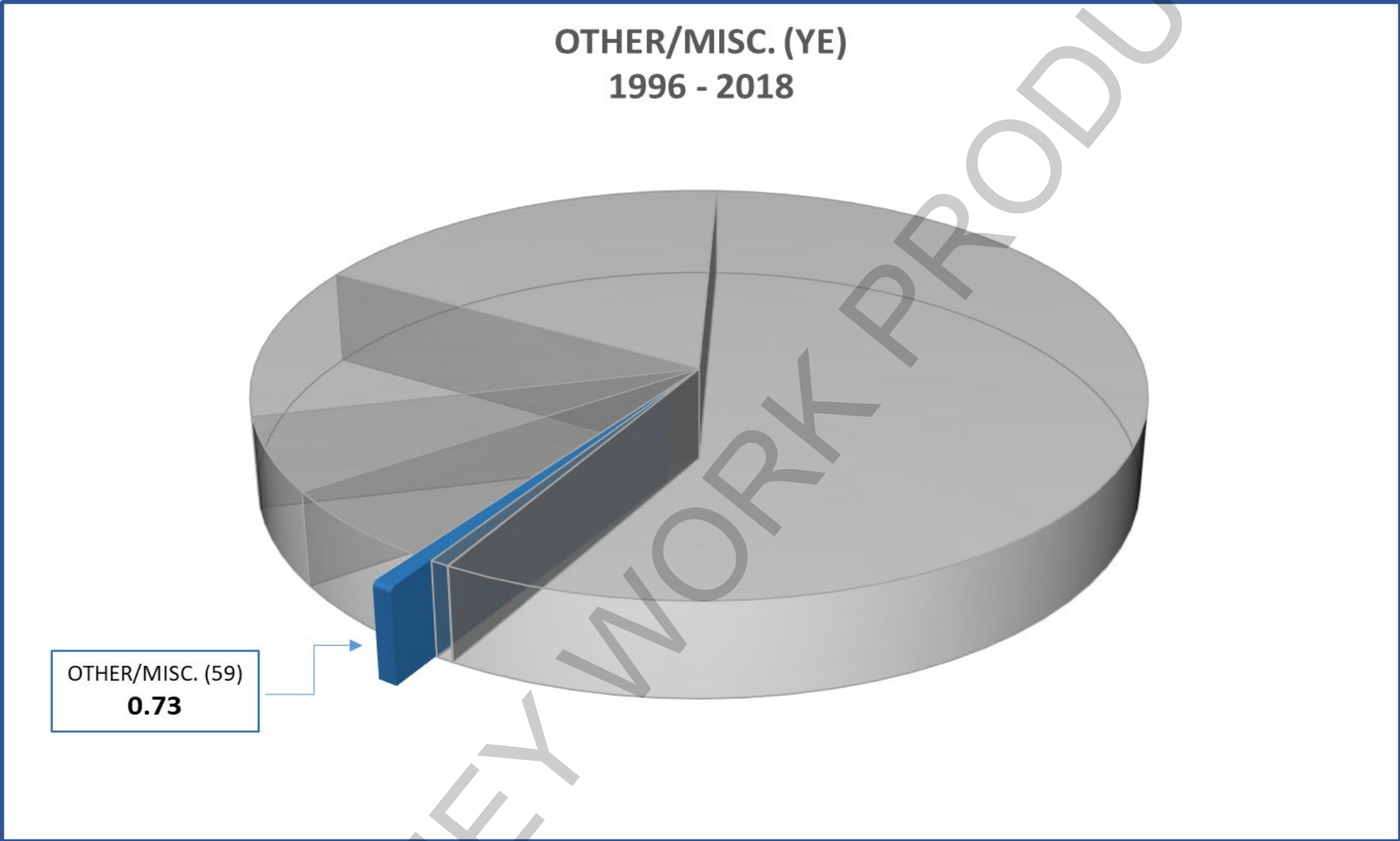
Origin of Information Analyzed:

- Schneider Downs and Co., Inc. (SD) obtained the December month-end MTD/YTD EXPENSE PERIOD REPORT (general ledger account summaries) for the years 1996 through 2018 from Karrie Martin – Fiscal Officer which capture both month-to-date and year-to-date expense totals for the City of Hilliard for all departments. Each general ledger account is unique as to the origin of the expense and associated department. The Fiscal Officer provided SD the reports in EXCEL format having extracted the information out of the Creative Microsystems, Incorporated (CMI) accounting system which is the City of Hilliard's system of record for financial capture and reporting.
- SD obtained the City of Hilliard population data for the period 1996 through 2018 from the MID-OHIO REGIONAL PLANNING COMMISSION (MORPC). SD obtained the data for the period 2010 through 2018 directly from the MORPC website at www.morpc.org. The MORPC website currently maintains data from 2018 back to 2010. Prior to 2010, data is maintained in 10 year increments to coincide with the census. Therefore, for the period 2009 back to 2001, SD obtained copy of the MORPC data from the Fiscal Officer. MORPC population data is used by the Finance Department to generate statistical tables in the Comprehensive Annual Financial Report (CAFR). As a result, MORPC data prior to 2010 was maintained on file by the Finance Department.
- SD analyzed the Recreation and Parks Department expenses beginning in 1996 in order to analyze trends in expenses prior to Heather Ernst's promotion to West Pool Manager in 2001.
- SD noted that prior to 2006, the CMI system is not capable of generated detailed expense or revenue reports. Per inquiry with the Finance Director and Fiscal Officer, in either 2005 or 2006, the City of Hilliard upgraded the CMI system from a DOS-based system to a Windows-based system. As a result, many accounts that exist prior to 2005 show no activity after 2005. Accounts with similar or identical descriptions, but with different account numbers, begin to show activity subsequent to 2005. Per inquiry with the Finance Director, this procedure was initiated during the set-up process of the upgraded CMI system in order to maintain a historical record of accounting data prior to the CMI upgrade.

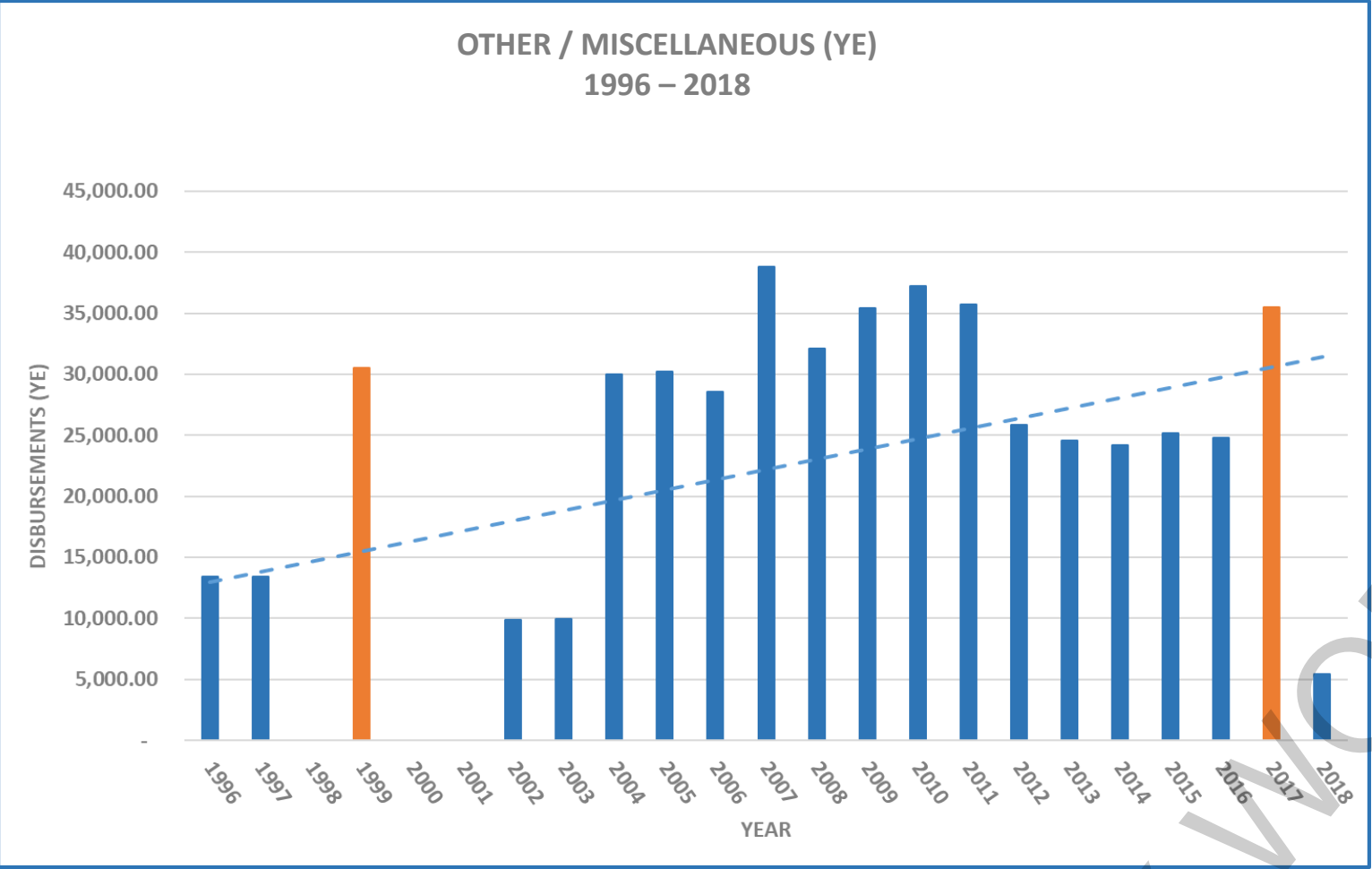
Analysis Performed:

- To arrive at the general ledger accounts specific to the Recreation and Parks Department, SD requested a comprehensive list of all expense accounts attributed to Department 306 (Recreation and Parks) regardless of the fund to which the expense accounts were assigned.
- Having identified the Recreation and Parks disbursement accounts, SD extracted the from the MTD/YTD EXPENSE PERIOD REPORT the Recreation and Parks Department disbursement accounts and respective annual disbursement totals for the period 1996 through 2018 and combined the data into a single report.
- SD then extracted those accounts specifically identified as Recreation and Parks other/miscellaneous expense general ledger accounts, based on object code 59 (Other Misc.), for analysis. For comparative purposes, SD calculated the percentage of the Recreation and Parks Department other/miscellaneous expenses for the period 1996 through 2018 to be 0.73% (\$510,870.65) of the \$70,208,645.48 total disbursements made over the same time period based on data obtained from the CMI system.
- In analyzing annual other / miscellaneous expenses, SD identified an average annual increase in Recreation and Parks other / miscellaneous expenses, to include all funds and object code 59 (Other / miscellaneous) of 7.02% for the period 1996 through 2018. SD identified extraordinary increases and decreases in the other / miscellaneous expenses in 1999, 2017, and 2018.
 - **1999:** A \$30, 500.42 expense was recorded in account 304.306.59404 (P102 CENETER EXPANSION). Due to the limits of the CMI system and the personnel turnover between 1999 and 2018, SD was unable to determine the purpose of this expense.

- **2017:** An increase of \$10,000 was expensed to account 101.306.59695 (ARTS COUNCIL). In previous years (2004 through 2016), year-end expenses of \$20,000.00 were recorded in account 101.306.59695. In 2017, the year-end expense was increased to \$30,000.00.
- **2018:** Year-end expenses of \$20,000.00 (2004 through 2016) and \$30,000.00 (2017) were recorded in account 101.306.59695 (ARTS COUNCIL). In 2018, no expense transactions were recorded in account 101.306.59695.
- In 1998, 2000, and 2001, no expense transactions were recorded in the other/miscellaneous accounts.
- SD identified a trend in account 101.306.59695 (ARTS COUNCIL) in which year-end expenses totaled \$20,000.00 from 2005 through 2016 and were disbursed out of the general fund (fund 101). SD identified a total of \$20,000.00 in year-end expenses recorded in account 208.306.59695 (ARTS COUNCIL) disbursed from the park maintenance fund (fund 208). The transaction recorded in account 208.306.59695 in 2004 should have potentially been recorded in account 101.306.59695 – disbursed from the general fund as opposed to the park maintenance fund.



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In 1998, 2000, and 2001, no expense transactions were recorded in the other/miscellaneous accounts.

In analyzing annual utility expenses, SD identified an average annual increase in Recreation and Parks other / miscellaneous expenses, to include all funds and object code 59 (Other / miscellaneous) of 7.02% for the period 1996 through 2018.

	1996	1997	1998	1999	2000	2001	2002	2003	2004	2005	2006
	YTD Expense	YTD Expense	YTD Expense	YTD Expense	YTD Expense	YTD Expense	YTD Expense	YTD Expense	YTD Expense	YTD Expense	YTD Expense
Total Supp. & Mat. Disbursements:	13,400.00	13,400.00	-	30,500.42	-	-	9,844.42	9,963.82	30,000.00	30,251.26	28,569.54
%Δ in Supp. & Mat. Disbursements:		0.00%	-100.00%	100.00%	-100.00%	0.00%	100.00%	1.21%	201.09%	0.84%	-5.56%

2007	2008	2009	2010	2011	2012	2013	2014	2015	2016	2017	2018	TOTAL
YTD Expense	YTD Expense	YTD Expense	YTD Expense	YTD Expense	YTD Expense	YTD Expense	YTD Expense	YTD Expense	YTD Expense	YTD Expense	YTD Expense	
38,783.85	32,090.58	35,430.46	37,269.01	35,765.48	25,867.96	24,608.72	24,193.22	25,162.59	24,807.12	35,532.20	5,430.00	510,870.65
35.75%	-17.26%	10.41%	5.19%	-4.03%	-27.67%	-4.87%	-1.69%	4.01%	-1.41%	43.23%	-84.72%	7.02%

		2004	2005	2006	2007	2008	2009	2010	2011	2012	2013	2014	2015	2016
Account #	Account Description	YTD Expense	YTD Expense	YTD Expense	YTD Expense	YTD Expense	YTD Expense	YTD Expense	YTD Expense	YTD Expense	YTD Expense	YTD Expense	YTD Expense	YTD Expense
101.306.59231	OTHER USES, REWARDS	-	2,500.00	2,000.00	2,000.00	2,000.00	4,893.52	2,000.00	2,000.00	2,000.00	2,000.00	2,000.00	2,000.00	2,000.00
101.306.59332	Transfer - loan	-	-	-	-	-	-	-	-	-	-	-	-	-
101.306.59695	ARTS COUNCIL	-	20,000.00	20,000.00	20,000.00	20,000.00	20,000.00	20,000.00	20,000.00	20,000.00	20,000.00	20,000.00	20,000.00	20,000.00
101.306.59900	AMENDED BUDGET	-								-	-	-	-	-
101.306.59903	PETTY CASH	-	603.36	559.72	554.29	445.33	624.94	1,084.81	979.48	1,107.19	1,054.97	1,501.97	1,515.59	1,587.12
101.306.59904	REFUNDS	-	7,147.90	6,009.82	5,729.56	9,645.25	9,912.00	14,184.20	12,786.00	2,760.77	1,553.75	691.25	1,647.00	1,220.00
208.306.59695	ARTS COUNCIL	20,000.00	-	-	-	-	-	-	-	-	-	-	-	-
208.306.59904	REFUNDS				10,500.00	-	-	-	-	-	-	-	-	-
304.306.59404	P102 Center Expansi	10,000.00	-	-	-	-	-	-	-	-	-	-	-	-
340.306.59534	Miscellaneous	-	-	-	-	-	-	-	-	-	-	-	-	-

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